

**DETERMINATION AND FINDINGS FOR  
A SOLE SOURCE CONTRACT**

**CONTRACT NO.:** DCRL-2013-R-0090  
**CAPTION:** Home Visitation  
**PROPOSED CONTRACTOR:** Mary's Center for Maternal and Child Care, Inc.  
**PROGRAM AGENCY:** Child and Family Services Agency

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700 and 1701.

**2. MINIMUM NEED:**

The Government of the District of Columbia, Child and Family Services Agency (CFSA), has an immediate need for the services of Mary's Center for Maternal and Child Care Inc. to provide Home Visitation services to the clients of CFSA.

**3. ESTIMATED REASONABLE PRICE:**

Not to Exceed (NTE) \$204,000.00

**4. FACTORS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

- (a) The proposed provider, Mary's Center currently performs Home Visitation services under a grant issued by CFSA. These specialized services are currently performed by two grantees. The grant is CFSA-funded and part of the network of primary prevention programs; the home visiting grant was executed in 2013 through a competitive grant process. The five year grants will end in 2018. Both grantees were invited to submit proposals for expansion to include CFSA referrals of eligible children and families, but only Mary's Center responded within the required timeframe. CFSA therefore proposes to enter into a contract with Mary's Center for up to \$204,000.00
- (b) The Administration for Children & Families (ACF) is a division of the Department of Health & Human Services of the Federal Government. ACF promotes the economic and social well-being of families, children, individuals and communities. The District of Columbia has applied for a Title IVE waiver and pending formal approval of the waiver by ACF, is proposing to immediately expand the scope of current grantees to accept CFSA referrals of eligible children and families. The providers and programs proposed for expansion above are delineated in the IVE waiver application submitted to and reviewed by ACF; the expansion of the programs has been approved. Because of limitations on available funding, programs implementing evidence-based models that have immediate capacity, have been fully vetted by CFSA, and have limited lead time, are needed to accept CFSA referrals of eligible families and provide services

through 2015. All grantees were invited to submit proposals for time-limited expansion until Title IVE waiver funds are available for longer-term expansion.

- (c) The proposed provider is aware of the services to be provided and is capable of performing these services within the time constraints levied by the Agency. Mary's Center is currently providing these services under the Home Visitation Grant.
- (d) A market survey was not performed, since the contract will simply expand the services of the grant to include CFSA referrals of eligible children and families.

**5. CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Raymond Davidson  
Acting Director  
Child and Family Services Agency

**6. CERTIFICATION BY CONTRACTING OFFICER**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Sigamoni  
Agency Chief Contracting Officer

**DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under either Section 402 or 403 of the District of Columbia Procurement Practice Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code §2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Sigamoni  
Agency Chief Contracting Officer